

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-05-1

TO: All CFSA Staff

FROM: Andrea Guy, Deputy Director
Office of Planning, Policy and Program Support

DATE: Tuesday, September 13, 2005

RE: **CFSA Protocol for Official Administrative Issuance Organization, Tracking and Numbering**

In order to achieve consistent performance levels, inform staff of performance expectations, communicate emergency policy and/or practice guidelines, and to track the exchanges of necessary information, CFSA requires a system for organizing official, Agency-wide communications. Administrative Issuances (formerly Circular Letters) are memoranda in an approved format that serve as interim policies, procedures or protocols. They provide staff and/or contracted service providers with pertinent information concerning the following:

- modifications to existing Agency policies and/or procedures that result from legislation or changes in public policy;
- establishment of minimum standards of practice while new policies and procedures are being developed;
- modifications to current practice as a result of a court order;
- revisions to a previously issued and approved procedure based on a request by a staff member or contracted service provider for exceptions; or
- any policy changes that are necessary to improve the quality of the Agency's performance in a particular area based on results of internal or external compliance monitoring.

All Administrative Issuances are issued and signed by the Director or the Director's designee. The information contained in the Administrative Issuance shall then be included in the regular policy development process for revising policies and procedures. All Administrative Issuances shall remain in effect until rescinded by the Director or the Director's designee. Supervisory and managerial staff shall maintain documentation of all Administrative Issuances until promulgated as policy or rescinded.

To ensure that all appropriate staff members are aware of current Administrative Issuances, the following procedures for collection and organization shall be instituted:

1. All Official Administrative Issuances must be requested by a Senior Management Team member.
 - a. Policy staff shall write Administrative Issuances to implement policy and practice changes as requested.
 - b. Executive staff or their designees may write Administrative Issuances, except when information is intended for multiple contracted providers, multiple administrations, or Agency-wide readership. In such cases, Administrative Issuances must first come through the Policy Office to ensure that it is included with other policies and procedures.
2. All Official Administrative Issuances shall be reviewed by the Office of Planning, Policy and Program Support to ensure that it is consistent with current policy and procedure.
 - a. If an Administrative Issuance is not consistent with current policy and procedure, the Policy Office will contact the author of the document in order to determine if there is a reason that existing policy and procedure documents should be rescinded or amended.
 - b. The document shall be submitted to OGC for legal sufficiency.
 - c. The document shall be sent to the Executive Policy Team for their information.
3. All Official Administrative Issuances shall be numbered by the Office of Planning, Policy and Program support.
 - a. Issuances shall be identified with CFSA as the prefix, then numbered by year and sequence. (e.g. CFSA-05-1, CFSA-05-2, CFSA-05-3, etc.)
 - b. Any forms attached to an Issuance shall indicate an alphabetical suffix attached to the Issuance number. (e.g. CFSA-05-1A, CFSA-05-1B, etc.)
4. The Office of Planning, Policy and Program Support shall keep all Official Administrative Issuances.
 - a. All Administrative Issuances shall be kept in the Policy library.
 - b. Official Administrative Issuances shall be printed on gray paper.
 - c. Each Issuance shall be filed in a binder by year and program area.
5. The Official binder of Administrative Issuances shall be kept with the Policy Manual in each of the respective locations as designated by the Agency.
6. Each Program Manager and Program Administrator shall establish and maintain a binder of Administrative Issuances for their staff.
7. All Official Administrative Issuances shall be forwarded to the entire Senior Management Team.
 - a. Issuances may be published on the Intranet for the convenience of CFSA staff.
 - b. Issuances shall be submitted to the Public Information Office (PIO).